

WORD PROCESSING II

A high level of word processing skill is a necessity for employees in productive offices. This event recognizes FBLA members who demonstrate that they have acquired word processing proficiency beyond entry level.

CONTENT

Participants should be well prepared in the production of all types of business forms, which may include letters, memorandums, tabulations, reports, statistical reports, and materials from rough drafts and unarranged copy.

In addition, participants will be tested on their understanding and mastery of basic computer concepts, document formatting rules, grammar, punctuation, spelling, proofreading, and related word processing knowledge.

ELIGIBILITY

Each district is represented by one participant. The participants must qualify as an active FBLA member to be eligible for the event.

REGULATIONS

1. An entry form must be postmarked no later than March 17.
2. Participants may not have entered this event at a previous State Leadership Conference.
3. A participant who fails to appear on time for the event may be DISQUALIFIED.
4. The problems must be prepared without help from the adviser or any other person.
5. Participants must adhere to the dress code approved by the executive council.

PROCEDURES

1. One hour will be allowed for the skill test. This time must run continuously and cannot be administered in multiple sessions. Additional time will be allowed for general directions, equipment setup and warm-up. Problems are weighted according to difficulty and may be completed in any order. Word division manuals and dictionaries may be used as reference materials. Local chapter advisers are not to administer the skill test.
2. The Format Guide will be used for formatting word processing documents. Results will be based on mailable copy. Material that could be considered mailable with slight reservation will receive reduced credit. Unmailable copy will not be considered in scoring.
3. Participants must recognize the necessity for accurate proofreading.

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4. A one hour written objective test will be administered at the State Leadership Conference based on previously written CONTENT and basic skill knowledge.
5. Participants must furnish their own No. 2 pencils and erasers.
6. Scratch paper is furnished.
7. Participants are identified by the districts they represent.
8. One or more local chapter advisers serve as supervisors to ensure that the written objective test procedures are followed and completed.

JUDGING

Objective tests will be machine graded. Ties will be broken based on the order in which the tests were returned. The test constitutes 15 percent of the final event score.

Judging of the skill test will be based on printed copy. The documents will be evaluated by a panel of judges. All decisions of the judges are final. The production portion of this event will constitute 85 percent of the final event score.

Graded papers are NOT returned to participants or advisers.

AWARDS

Plaques are presented to the winners of first through fifth places as long as finances are available. Certificates are given to participants winning sixth through tenth places.

REPRESENTATION AT NATIONAL

The first and second place winners are entitled to represent the state chapter at the National Leadership Conference.